

PAYROLL PROCEDURES MANUAL

SECTION L – IDL SUPPLEMENTATION CALCULATOR USER INSTRUCTIONS - INDEX (Rev. 06/06)

<u>Introduction</u>	<u>001</u>
<u>Calculator Exception Conditions</u>	<u>002</u>
<u>Introduction to the Calculator</u>	<u>003</u>
<u>Calculator Access</u>	<u>004</u>
<u>Logon Procedures</u>	<u>005</u>
<u>Logoff Procedures</u>	<u>006</u>
<u>Using the Calculator</u>	<u>007</u>
<u>Control Keys and Commands</u>	<u>008</u>
<u>DATA Entry Instructions</u>	<u>009</u>
<u>Field Descriptions</u>	<u>010</u>
<u>Error Messages</u>	<u>011</u>

SUBJECT: IDL/S (CIVIL SERVICE)

REFERENCES L 001 (Revised 12/00)

PAYROLL LETTER #93-09
PAYROLL LETTER #94-014

INTRODUCTION L 001 (Revised 12/00)

The on-line calculator is to be used to calculate IDL supplementation information only. It is not be used to calculate any other types of pay, such as IDL Full, IDL 2/3, and regular pay.

The calculator computes the gross pay and the number of leave credit hours needed for full IDL supplementation. Calculations are based solely on the data entered on the calculator's screen. Employment History and Payment History information is not used by the calculator.

CALCULATOR EXCEPTION CONDITIONS L 002 (Revised 06/06)

The calculator cannot accurately compute supplementation gross pay and leave credits for the conditions listed below. For these conditions, supplementation pay and leave credits must be calculated manually. Refer to PPM Section E 450 for manual calculation instructions.

- 1) Employees supplementing premium or shift pay that is not locked-in on Employment History.
- 2) Second half pay period for semimonthly paid employees when the gross subject to retirement for the first half pay period was insufficient to satisfy the full monthly retirement exclusion amount.
- 3) Employees subject to Illinois or New York state tax.
- 4) Daily salary rate employees.
- 5) Retirement Account Code LO and the employee's retirement rate is 0%.
- 6) Employees having more than one salary rate or retirement plan during the pay period.
- 7) Employees who will exceed the Medicare or Social Security maximum earnings limit in the pay period.

INTRODUCTION TO THE CALCULATOR

(Revised 03/95)

L 003

The calculator consists of two screens:

- 1) **EMPLOYEE INFORMATION** screen - The first screen displayed. Data needed for the calculations is entered on this screen.
- 2) **CALCULATED INFORMATION** screen - The second screen displayed. Data computed by the calculator is displayed on the screen.

CALCULATOR ACCESS

(Revised 03/95)

L 004

The IDL Supplementation Calculator is accessed from the State Controller's Office Production (SCOPROD) monitor.

On-line keying is available 7 a.m. - 6 p.m. on the days that PIMS is active (see "Civil Service Decentralized Calendar").

If you currently have authority to access Pay scale (CSP), Payroll Input Process (PIP) or Employment History update (PIMS), you automatically have authority to access the IDL Supplementation Calculator. You do not need to submit a Security Authorization Form (PSD125A).

If you do not have access to CSP, PIP or PIMS (update authority) and you wish to have access to the calculator, submit a Security Authorization Form (PSD125A) to the State Controller's Office, Training Services and Security Section.

LOGON PROCEDURES

(Revised 03/95)

L 005

- 1) Logon to SCOPROD.
- 2) After receiving message, "*SIGN-ON IS COMPLETE*", key: **IDL**
- 3) Press **ENTER** (the IDL Supplementation Calculator Employee Information screen will appear).

LOGOFF PROCEDURES

L 006

(Revised) 03/95

- 1) Press the *CLEAR* key while on either screen (a blank screen will appear).
- 2) Key: *LOGO* (short for LOGOFF).
- 3) Press *ENTER*.

OR

To access other systems (e.g., PIMS) from the calculator:

- 1) Press the *CLEAR* key while on either screen (a blank screen will appear).
- 2) Key the name of desired system, and then press *ENTER*.

USING THE CALCULATOR

L 007

(Revised 06/93)

Logon to the calculator (the first screen, Employee Information, is displayed). Refer to PPM Section L 005, LOGON PROCEDURES.

- 1) Enter the required employee information data.
- 2) Press *ENTER* (the second screen, Calculated Information, is displayed with the calculated information).
- 3) To return to the Employee Information screen:
Press *PF3* (the Employee Information screen is displayed with the previously entered data).
- 4) To correct or change data entered on the Employee Information screen:
Enter the desired data.
Press *ENTER* (the Calculated Information screen is displayed with the recalculated information).
- 5) To do a new calculation:
Press *PF4* (to refresh the screen before entering new data).
Enter new data.
Press *ENTER* (the Calculated Information screen is displayed with the calculated information).
- 6) To log off the calculator or to access another system, refer to PPM Section L 006, LOGOFF PROCEDURES.

CONTROL KEYS AND COMMANDS

L008

(Revised 06/93)

Control Command

Keys Entry Description/Use

ENTER	CALC	CALCULATE - Prompts the calculator to compute IDL supplementation.
-------	------	---

PF3	LAST	RETURN TO THE EMPLOYEE INFORMATION SCREEN - From the Calculated Information screen, you may go back to the Employee Information screen to (1) perform another calculation or (2) review or change the previously entered data.
-----	------	---

PF4	REFR	REFRESH - To refresh (cancel) previously entered data on the Employee Information screen. It is advised that you <i>REFRESH</i> the screen before entering data for a new calculation. The screen will <i>REFRESH</i> automatically when you first log on.
PF12	PRINT	PRINT - To print either screen.
CLEAR	EXIT	EXIT - You may exit the calculator from either screen. You may then log off or access another system. See PPM Section L 006 LOGOFF PROCEDURES.
ErEOF		ERASE - The ErEOF (Erase end of field) key may be used to erase the present value in any entry field on the Employee Information screen.

DATA ENTRY INSTRUCTIONS

L 009

(Revised 06/06)

EMPLOYEE INFORMATION SCREEN

Upon logging onto the calculator, the Employee Information screen is displayed for data entry. The fields on the screen are arranged in four groups:

- Salary Information
- Retirement/SDI Information
- Federal/State Tax Information
- Time For: Regular, IDL Full and IDL 2/3 pay.

Data entry instructions for each field are provided below:

<u>Field Name</u>	<u>Description/Use</u>
<u>SALARY INFORMATION</u>	
SALARY RATE	<p>Enter the employee's salary rate in effect for the pay period of the pay. The salary rate should reflect any locked-in premiums or shift pay included in IDL calculations.</p> <p>For positive employees, enter the hourly salary rate.</p> <p>For negative employees, enter the monthly salary rate.</p> <p>For fractional timebase employees, enter the full salary rate.</p> <p>Key a decimal to reflect cents.</p>
SALARY PER	<p>Indicates if the rate entered in SALARY RATE is monthly or hourly.</p> <p>Enter: "H" if the SALARY RATE entered is an hourly rate.</p> <p>"M" if the SALARY RATE entered is a monthly rate.</p>

PAY FREQUENCY	<p>Enter "M" for monthly pay frequency.</p> <p>"S" for semimonthly pay frequency.</p> <p>"B" for biweekly pay frequency.</p>
DAYS IN PAY PERIOD	<p>Used by the calculator to compute an hourly rate for monthly or semimonthly employees.</p> <p>SEMIMONTHLY employees:</p> <p>Enter the total number of days in the full monthly pay period (21 or 22 days). DO NOT enter the number of days for the semimonthly pay period. The calculator requires the total number of days for the MONTHLY pay period to calculate the appropriate hourly rate.</p> <p>HOURLY employees:</p> <p>Enter the total number of days in the pay period.</p> <p>MONTHLY employees:</p> <p>Enter the total number of days in the full monthly pay period (21 or 22 days).</p> <p>BIWEEKLY employees:</p> <p>Enter the number of days for the biweekly pay period.</p>
TIME BASE FRACTION	<p>Used only for FRACTIONAL time base employees. Otherwise, leave the field blank.</p> <p>Fractions may be entered with or without leading zeros.</p> <p>EXAMPLE: Enter 001/002 or 1/2</p>
TOTAL LOCKED-IN PAY NOT SUBJECT TO RETIREMENT	<p>Indicates the total locked-in premium amount not subject to retirement.</p> <p>Enter the total locked-in premium amount not subject to retirement for the pay period of the pay period being calculated. Leave blank if the employee does not have a locked-in premium amount not subject to retirement.</p>
<u>RETIREMENT/SDI INFORMATION</u>	
RETIREMENT ACCOUNT CODE	<p>Enter the 2 digit Account Code/Retirement ID for the employee's retirement plan in effect for the pay period of the pay being calculated. Refer to Payroll Procedures Manual (PPM) Section H214 or Personnel Action Manual (PAM) Item 505 for Retirement Account Code information.</p>

NOTE: The appropriate Social Security and Medicare amounts will be calculated based on the retirement account code provided.

PAY PERIOD

Enter the month and 4 digit year (century and year) of the pay period in effect for the pay being calculated (e.g., 02 1994).

APPLY EXCLUSION AMT
(for semimonthly only)

- Enter "Y" (yes) when the Retirement Exclusion Amount is to be applied in retirement calculations.
- Enter "N" (no) when the Retirement Exclusion Amount is NOT to be applied in retirement calculations.

NOTE: An entry in this field is required only when calculating IDL Supplementation for a semimonthly employee. For all other employees, no entry should be made in this field.

SDI (Y/N)

Enter "Y" if the employee and pay period is subject to SDI withholding.

Enter "N" if the employee or the pay period is not subject to SDI.

NOTE: The Pay Period and Tax Month and Year fields must be equal to or greater than 09/2005 for SDI to be calculated.

FEDERAL/STATE TAX INFORMATION

FEDERAL FILING STATUS

Enter the employee's CURRENT filing status for Federal tax purposes.

Enter: "S" for single/head of household

"M" for married

TOTAL FED EXEMPTIONS

Enter the total number of federal exemptions the employee CURRENTLY claims for federal tax purposes.

If the employee claims exemption from federal taxes, enter "99".

STATE FILING STATUS

Enter the employee's CURRENT filing status for state tax purposes.

Enter: "S" for single

"H" for head of household

"M" for married

REG STATE

Enter the number of regular state allowances (Standard

ALLOWANCES	Deductions) the employee CURRENTLY claims for state tax purposes. If the employee claims exemption from state taxes, enter "99".
ADD'TNL STATE ALLOWANCES	Enter the number of additional state allowances the employee CURRENTLY claims for state tax purposes.
TAX MONTH AND YEAR	Enter the appropriate tax month, century and year (e.g., 01 1994).

EXAMPLES:

- For pay which has been issued and released in a PRIOR TAX YEAR:

Enter: PRIOR TAX YEAR (month, century, year)
- For pay which has been issued and released in BOTH the PRIOR and CURRENT tax years:

Enter: PRIOR TAX YEAR (month, century, year)
- For pay which has NOT been issued and released in the PRIOR tax year or will be issued and released in the CURRENT tax year:

Enter: CURRENT TAX YEAR (month, century, year)

TIME FOR:

	Enter the days and/or hours for time worked and/or on IDL in the pay period.
Regular Pay	Enter the days and/or hours worked in the pay period. Time worked must reflect the Personal Leave Program (PLP) reduction, when appropriate. The calculator does not reduce time for PLP.
IDL Full Pay	Enter the days and/or hours for IDL FULL in the pay period.
IDL 2/3 Pay	Enter the days and/or hours for IDL 2/3 in the pay period.
After entering and verifying the required fields...	Press ENTER to calculate.

FIELD DESCRIPTIONS
(Revised 06/06)

L 010

CALCULATED INFORMATION SCREEN

The Calculated Information screen is displayed upon pressing the *ENTER* key on the Employee Information screen. Each field displayed on the screen is described below.

The purpose of this screen is to provide the supplementation pay gross and leave credits required for full IDL supplementation. Other information is displayed for the sole purpose of helping the user understand how the calculator computed the full IDL supplementation gross pay and leave credits.

<u>Field Name</u>	<u>Description/Use</u>
GROSS	GROSS SALARY - Displays the calculated gross salary.
Full Net	Full Net Pay: displays the full gross salary.
Regular Pay	Regular Pay: Displays the full gross salary.
IDL Full Pay	IDL Full Pay: Displays the reduced IDL gross (after mandatory withholdings).
IDL 2/3	IDL 2/3 Pay: Displays 2/3 of IDL Full gross.
RETIREMENT	RETIREMENT WITHHOLDING AMOUNT - Displays the calculated retirement withholding amount for FULL NET PAY, REGULAR PAY, IDL FULL PAY and IDL 2/3 PAY.
SOCIAL SECURITY	SOCIAL SECURITY WITHHOLDING AMOUNT - Displays the calculated Social Security withholding amount for FULL NET and REGULAR PAY.
MEDICARE	MEDICARE WITHHOLDING AMOUNT - Displays the calculated Medicare withholding amount for FULL NET or REGULAR PAY.
FEDERAL TAX	FEDERAL TAX WITHHOLDING AMOUNT - Displays the calculated federal tax withholding amount for FULL NET and REGULAR PAY.
STATE TAX	STATE TAX WITHHOLDING AMOUNT - Displays the calculated state tax withholding amount for FULL NET PAY, REGULAR PAY.
SDI	STATE DISABILITY INSURANCE AMOUNT – Displays the calculated SDI withholding amount for full net and regular pay.
GROSS NET	GROSS NET AMOUNT - Displays the calculated gross net amount (gross minus mandatory withholdings) for FULL NET, REGULAR, IDL FULL and IDL 2/3 PAY.
HOURLY RATE USED FOR CALCULATION	HOURLY RATE USED FOR CALCULATION - Displays the hourly rate entered on the input screen for a positive employee or displays the hourly rate calculated when a monthly salary rate was entered on the input screen (negative employee). This hourly rate is used to calculate the gross salary for FULL NET, REGULAR, IDL FULL and IDL 2/3 PAY. It is also used to

calculate gross and leave credit hours for full IDL supplementation.

SUPPLEMENTATION GROSS NET SUPPLEMENTATION GROSS NET AMOUNT - Displays the calculated supplementation gross net amount (gross minus mandatory withholdings).

DIVIDED BY MANDATORY WITHHOLDING FACTOR - Displays the mandatory withholding factor used by the calculator to divide the supplementation gross net to obtain the supplementation gross (which is also displayed on this line).

GROSS FOR FULL SUPPLEMENTATION GROSS PAY AMOUNT FOR FULL SUPPLEMENTATION - Displays the calculated gross amount for full supplementation pay.

LEAVE CREDIT HOURS NEEDED FOR FULL NUMBER OF LEAVE CREDIT HOURS NEEDED FOR FULL SUPPLEMENTATION -Displays the calculated number SUPPLEMENTATION of leave credit hours (rounded to the whole hour) the employee must use to receive full supplementation.

ERROR MESSAGES

L 011

(Revised 06/06)

Employee Information Screen

After the *ENTER* key is pressed, any field in which invalid data was entered will be highlighted and a message will appear above the command line located at the bottom of the screen. Correct the error(s) and press *ENTER* again.

The messages that may display on this screen are listed below.

DC982552 STATE FILING STATUS MUST BE S, M OR H

DC982553 FEDERAL FILING STATUS MUST BE S, M OR H

DC982558 TIME BASE DENOMINATOR MUST BE SUPPLIED

DC982559 TIME BASE DENOMINATOR MUST BE NUMERIC

DC982560 TIME BASE NUMERATOR MUST BE SUPPLIED

DE982561 TIME BASE NUMERATOR MUST BE NUMERIC

DC982562 TIME BASE NUMERATOR MAY NOT BE GREATER THAN DENOMINATOR

DC982563 PAY PERIOD DAYS MUST BE WITHIN RANGE OF 1 THRU 31

DC982564 PAY FREQUENCY MUST BE M, S OR B

DC982565 SALARY PER MUST BE M OR H

DC982566 SALARY RATE MUST BE NUMERIC AND GREATER THAN ZERO

DC982572 DAYS/HOURS PAID FOR IDL 2/3 MUST BE SUPPLIED

DC982573 DATA MUST BE NUMERIC

DC982574 HOURS PAID MUST BE LESS THAN 248

DC982575 DAYS PAID MUST BE LESS THAN 31

DC982578 REG + ADDL STATE ALLOWANCES EXCEEDS 99 - MUST COMPUTE
MANUALLY

DC982579 RETIREMENT EXCLUSION AMOUNT EXCEEDS MONTHLY SALARY

DC982211 INVALID RESPONSE

DC982550 INVALID TAX YEAR

DC982551 INVALID TAX MONTH

DC982581 TAX YEAR MUST BE ENTERED

DC982582 TAX MONTH MUST BE ENTERED

DC982583 APPLY EXCLUSION MUST EQUAL Y OR N FOR PAY FREQUENCY S

DC982584 INVALID PAY PERIOD MONTH

DC982585 ACCOUNT CODE MUST BE ENTERED

DC982586 ACCOUNT CODE/PAY PERIOD COMBINATION DOES NOT EXIST ON
RETIREMENT TABLE

DC982587 PAY PERIOD MONTH MUST BE ENTERED

DC982588 PAY PERIOD YEAR MUST BE ENTERED

DC982589 CANNOT CALCULATE RETIREMENT, MUST CALCULATE MANUALLY

DC982590 INVALID YEAR - RANGE IS 1993 THRU 2020

DC982591 SALARY RATE CANNOT EXCEED 999.99 WHEN SALARY PER IS H

DC982592 TABLE "_____" IS EMPTY - CONTACT SCO

DC982593 SDI MUST EQUAL Y OR N

DC982594 INVALID PAY PERIOD OR TAX MONTH AND YEAR FOR SDI

Calculated Information Screen

After the *ENTER* key is pressed, errors may be detected while the calculations are being performed. These error messages will appear above the command line at the bottom of

the screen.

The messages that may display on this screen are listed below.

DC982211 INVALID RESPONSE

DC982576 TIME FOR PAY EXCEEDS TIME IN PAY PERIOD

DC982567 TABLE DATA DOES NOT EXIST FOR THE SPECIFIED YEAR.

Condition: The calculator is unable to compute tax withholding information because no tax data was found in the table for the tax month/year entered on the Employee Information screen.

Resolution: Verify that the tax month and year on the Employee Information screen is correct. If not, correct the field(s) in error and press *ENTER*. If the tax month and year are correct, report the error.